

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
GSA - Partnership in Administration Conference -  
3 - 4 November 1987

FROM: John M. Ray  
Director of Logistics

EXTENSION

NO.

OL 4123 87

DATE

26 August 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA  
7D18, Headquarters 31 AUG 1987

WFD

Per the attached, memorandum to you from GSA, enclosed is a memorandum for your signature identifying [redacted] as our attendee at the above GSA conference. Registration documentation will be sent directly by OL under separate memorandum.

2.

3. Registry (File)

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO. 7D24	BUILDING Hqs	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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Per the attached, memorandum to you from GSA, enclosed is a memorandum for your signature identifying [redacted] as our attendee at the above GSA conference. Registration documentation will be sent directly by OL under separate memorandum.

John

Central Intelligence Agency



Washington, D.C. 20505



31 AUG 1987

Mr. A. C. Arterbery  
Associate Administrator  
General Services Administration  
18th and F Streets, N. W.  
Washington, D.C. 20405

Dear Mr. Arterbery:

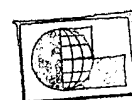
Thank you for your invitation to the "Partnership in Administration" Conference for Federal departments and agencies. We look forward to the initiatives you will present in this fourth conference, "Partnership 87: Alliance for Excellence."

STAT  a senior officer in the Office of Logistics will attend the conference.

Sincerely,

STAT   
William F. Donnelly  
Deputy Director  
for  
Administration

OL 4123 87



Mr. A. C. Arterbery  
Associate Administrator  
General Services Administration  
18th and F Streets, N. W.  
Washington, D.C. 20405

Distribution:

Orig - Addressee

2 - DDA

1 - OL Files

1 - IMSS Official

1 - IMSS Chrono

STAT

OL/IMSS,  (25Aug87)

87-1746x



**General Services Administration  
Office of Operations  
Washington, DC 20405**



August 12, 1987

Dear Mr. Donnelly:

Each year the General Services Administration (GSA) sponsors a national "Partnership in Administration" training conference for executives of Federal departments and agencies receiving our support for supplies, office space, property management, and voice and data communications. The conference provides a positive environment for improving communication and collaboration in areas of mutual concern.

GSA Administrator Terence C. Golden has invited all agency heads to attend the fourth conference, "Partnership '87: Alliance for Excellence," November 3-4 at Baltimore's Lord Baltimore Clarion Hotel. The agenda will cover many initiatives that directly impact the way your agency conducts its business.

Space limitations necessitate allocating training slots. Based on previous participation, your allocation of nominees to invite is: two. I have enclosed a registration packet for you to hand to each 1987 nominee. Using the registration guide and samples, each nominee should complete the Registration Data Sheet, Workshop Selection Schedule and Training Authorization.

As the agency lead official, please ensure proper completion of forms and, in a single package, return all information on your attendees to the Office of Operations (AR), General Services Administration, Washington, DC 20405, Attention: PIA '87, by September 18. We will preregister attendees and notify each of the final schedule, workshop assignments, and conference details.

Please mark your calendar and plan to attend this year's conference. If there are any questions, please phone Brent Ekstrom in the Office of Customer Liaison on FTS 523-1200.

Sincerely,

A handwritten signature in cursive script that reads "A. C. Arterbery".

A. C. Arterbery  
Associate Administrator

Enclosures

Mr. William F. Donnelly  
Deputy Director  
for Administration  
Central Intelligence Agency  
Washington, DC 20505

## **PARTNERSHIP 87': ALLIANCE FOR EXCELLENCE**

### **CONFERENCE REGISTRATION GUIDE**

We are pleased that you have elected to attend GSA's fourth annual "Partnership in Administration" training conference. This guide has been prepared for your review and ready reference, and provides both general information and conference registration requirements.

#### **GENERAL INFORMATION**

##### **Conference Location:**

Lord Baltimore Clarion Hotel  
Baltimore and Hanover Streets  
Baltimore, Maryland 21201  
Phone: (301) 539-8400

##### **Registration Fee:**

\$175 for attendees not in  
travel status (Baltimore  
area registrants).  
\$225 for attendees in  
travel status (all other).

##### **Conference Date:**

November 3-4, 1987

A copy of the proposed conference schedule is enclosed.

Questions regarding registration should be directed to  
Brent Ekstrom, Office of Customer Liaison, on 523-1200.

#### **REGISTRATION REQUIREMENTS**

In order for GSA to arrange conference matters, please complete the Registration Data Sheet, Workshop Selection Schedule and a Training Authorization using the information and examples provided in this guide.

##### **Registration Data Sheet:**

Complete sections A and B, as appropriate. This information will be used by GSA to plan for your attendance at the conference facility and to pre-register you for sleeping accommodations.

##### **Workshop Selection Schedule:**

Workshop sessions are designed so that you can tailor attendance to your needs and interests. The conference features four workshop "tracks". Each track has four workshop sessions. Using the workshop descriptions, identify your first and second choices in each track by entering 1 and 2 in the appropriate "squares" on the workshop selection schedule.

Training Authorization:

An approved training authorization, which cites the funding for your agency/office, is necessary for your attendance. See "Registration Fee" above to determine the appropriate "tuition" cost to be entered. We have included a sample training authorization (GSA Form 3076) to help you complete the form used by your agency. Complete your training form in full, including position title, office and agency name, telephone number, and your pay grade and series. (Note: this training will be conducted in FY1988. Training authorizations should cite the FY1988 appropriation/fund chargeable.)

Following completion of your registration forms, please return the Registration Data Sheet, Workshop Selection Schedule and approved Training Authorization to your lead agency official. This official will return all forms to GSA by September 18.

In October, GSA will send a letter to you with final conference schedules, administrative details and workshop assignments.





# PARTNERSHIP '87: ALLIANCE FOR EXCELLENCE PROPOSED CONFERENCE SCHEDULE

**Tuesday, November 3**

8:00 - 10:00 a.m.	Registration and Displays and Exhibits	Hotel Mezzanine & Royale Suites
10:00 a.m.	Audio-visual Presentation and Introduction of GSA Administrator	Calvert Ballroom
10:00 - 10:15 a.m.	Welcome	Terence C. Golden
10:15 - 11:30 a.m.	Keynote Speech	Buck Rodgers
11:30 - 11:45 a.m.	Administrative Announcements	
11:45 - 1:15 p.m.	Lunch and Day Care Panel	Paul Trause, Moderator Cong. H. Nielson
1:30 - 2:45 p.m.	Concurrent Workshops	Track 1
2:45 - 3:00 p.m.	Break	
3:00 - 4:15 p.m.	Concurrent Workshops	Track 2
4:30 - 6:00 p.m.	Displays, Demonstrations and Exhibits	Mezzanine & Royale Suites
6:00 - 7:00 p.m.	Reception	Versailles Room
7:00 - 8:30 p.m.	Dinner and Administrative Excellence Awards	Calvert Ballroom

**U.S. General Services Administration**

### Proposed Conference Schedule (Continued)

**Wednesday, November 4**

8:00 - 8:15 a.m.	Administrative Announcements and Wake-up	Calvert Ballroom
8:15 - 9:30 a.m.	Concurrent Workshops	Track 3
9:30 - 10:00 a.m.	Break	
10:00 - 11:15 a.m.	Concurrent Workshops	Track 4
11:30 - 12:00 noon	The Partners Response	Ron Keefer, Chm., FAMA Jack Basso, Chm., Small Agency Group
12:00 - 1:30 p.m.	Lunch	The Honorable Edwin Meese Attorney General
1:30 - 2:30 p.m.	Wellness and the Quality of Life for the Federal Employee	Terence Golden, Moderator George Allen, Chair, President's Council on Physical Fitness
2:30 - 4:00 p.m.	Challenges and Commitments	The Administrator and Commissioners
	Closing Remarks	

**U.S. General Services Administration**

**REGISTRATION DATA SHEET**

This information will be used by GSA to plan for agency attendance at the Baltimore conference facility. Please complete Sections A and B, as appropriate.

If you are planning to attend any part or all of the conference, complete all of Section A. If you will be staying overnight at the conference facility, also complete Section B.

**SECTION A:**

1. Full Name: \_\_\_\_\_
2. Position: \_\_\_\_\_
3. Office: \_\_\_\_\_
4. Agency: \_\_\_\_\_
5. Office Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Please circle your response:

Circle One

- |   |     |    |
|---|-----|----|
| 6. Will you be using a vehicle to travel to the Conference? | Yes | No |
| 7. Will you require parking facilities for the vehicle?     | Yes | No |
| 8. Will you be traveling with other conference attendee(s). | Yes | No |

**SECTION B**

- |   |                      |    |
|---|----------------------|----|
| 1. Do you plan to share your room with another conference attendee? | Yes                  | No |
| 2. Your room preference is?   | Smoking / Nonsmoking |    |
| 3. Do you wish a room modified for the handicapped?                 | Yes                  | No |

This information sheet should be returned with your training authorization and workshop selection form.

**Partnership '87: Alliance for Excellence**

U.S. General Services Administration

**Concurrent Workshops**

November 3-4, 1987

		<b>Public Buildings Service</b>	<b>Federal Supply Service</b>	<b>Information Resources</b>	<b>Special Sessions</b>
Tuesday	Track 1 1:30-2:45	<b>The Employee and the Work Environment</b> <ul style="list-style-type: none"> <li>• Planning Layout and Design</li> <li>• Location, Consolidation and Building Amenities</li> <li>• Temperature, Lighting, Air Noise, Privacy</li> <li>• Space Allocation Standards</li> <li>• Art in Federal Buildings</li> <li>• Quality Workplace Successes &amp; Failures</li> <li>• Long Range Planning</li> </ul>	<b>Travel and Transportation Management</b> <ul style="list-style-type: none"> <li>• Vehicle Consolidation Program</li> <li>• Implementation of PL 99-272</li> <li>• Transportation Programs</li> <li>• Travel Programs</li> <li>• Home to Work Legislation</li> </ul>	<b>Federal Telecommunications System</b> <ul style="list-style-type: none"> <li>• FTS Intercity Service</li> <li>• FTS 2000</li> <li>• Aggregated Switch Procurement (ASP)</li> <li>• Washington Interagency Telecommunications (WITS)</li> <li>• Purchase of Telephones and Services (POTS)</li> </ul>	<b>Customer Agency Concerns</b> <ul style="list-style-type: none"> <li>• Informal discussion with Terence C. Golden, Administrator, General Services</li> </ul>
	Track 2 3:00-4:15	<b>Special Session</b> <b>National Capital Concerns</b> <ul style="list-style-type: none"> <li>• Update on Last Year's Commitments</li> <li>• Past Year's Accomplishments</li> <li>• FY 88 Plans</li> <li>• Agency Areas of Concern</li> </ul>	<b>Central Procurement Support</b> <ul style="list-style-type: none"> <li>• Stockless Procurement</li> <li>• Parallel Contracting/Backup Contracting</li> <li>• Direct Deliveries</li> <li>• Electronic Purchasing</li> <li>• Systems Furniture</li> <li>• Preferred Sources vs. Mandatory</li> </ul>	<b>Information Resources Management</b> <ul style="list-style-type: none"> <li>• Parallel Oversight Reviews</li> <li>• IRM People Issues</li> <li>• Regulatory Overhaul</li> <li>• Betting on People vs. Paper Products</li> <li>• Desk Top Publishing</li> <li>• Management of Data</li> </ul>	<b>Customer Agency Concerns</b> <ul style="list-style-type: none"> <li>• Informal discussion with Paul K. Trause, Deputy Administrator, General Services</li> </ul>
Wednesday	Track 3 8:15-9:30	<b>Public Buildings Service</b> <b>Incentives and Disincentives: Choose Your Path</b> <ul style="list-style-type: none"> <li>• Roles of OMB, GSA, Agencies in Real Property Management               <ul style="list-style-type: none"> <li>- Commitment</li> <li>- Sharing the Savings</li> <li>- Costs (i.e., alterations &amp; furniture)</li> <li>- Technical Assistance</li> <li>- Awards/Rewards</li> </ul> </li> </ul>	<b>Supply and Personal Property Support</b> <ul style="list-style-type: none"> <li>• Sharing Automated Property Management System/Uniform Systems</li> <li>• Utilization and Surplus Sales</li> <li>• Industrial Funding—Why, How, &amp; When</li> <li>• Customer Supply Center Program</li> <li>• Commercial CSC Test</li> <li>• Use of Credit Cards in CSC's</li> </ul>	<b>Special Sessions</b> <b>Executive Information Systems</b> <ul style="list-style-type: none"> <li>• System Development</li> <li>• Applications</li> <li>• Product Sample</li> </ul>	<b>Customer Agency Concerns</b> <ul style="list-style-type: none"> <li>• Informal discussion with Terence C. Golden, Administrator, General Services</li> </ul>
	Track 4 10:00-11:15	<b>Managing a Real Estate Program</b> <ul style="list-style-type: none"> <li>• Space Planning &amp; Requirements Development</li> <li>• Cost &amp; Inventory Analysis</li> <li>• Management Information Needs</li> <li>• Performance Evaluation</li> <li>• Generic Real Property Information System</li> <li>• Funding Status of Delegations</li> </ul>	<b>Special Session</b> <b>National Capital Concerns</b> <ul style="list-style-type: none"> <li>• Update on Last Year's Commitments</li> <li>• Past Year's Accomplishments</li> <li>• FY 88 Plans</li> <li>• Agency Areas of Concern</li> </ul>	<b>Cooperative Administrative Support Unit (CASU)</b> <ul style="list-style-type: none"> <li>• Site Expansion</li> <li>• Lessons Learned</li> <li>• Future Plans</li> </ul>	<b>Regional Roundtable</b> <ul style="list-style-type: none"> <li>• Informal discussion with Regional Administrators</li> </ul>



Declassified in Part - Sanitized Copy Approved for Release 2011/12/06 : CIA-RDP89G00643R001300030001-9

## Partnership '87: Alliance For Excellence RESERVATION FOR WORKSHOPS

Concurrent Workshops  
November 3-4, 1987

### Instructions:

1. Select your first and second choices (by entering 1 and 2 in the appropriate boxes) for each of the four tracks. (See Workshop Schedule for descriptions.)
2. Please return with the Standard Form 182 by September 18, 1987.

	Public Buildings Service	Federal Supply Service	Information Resources	Special Sessions	
Track 1 1:30-2:45	The Employee and the Work Environment	Travel and Transportation Management	Federal Telecommunications System	Customer Agency Concerns	Track 1 1:30-2:45
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tuesday					Tuesday
Track 2 3:00-4:15	<b>Special Session</b> National Capital Concerns	Central Procurement Support	Information Resources Management	Customer Agency Concerns	Track 2 3:00-4:15
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Track 3 8:15-9:30	<b>Public Buildings Service</b> Incentives and Disincentives: Choose Your Path	Supply and Personal Property Support	<b>Special Sessions</b> Executive Information Systems	Customer Agency Concerns	Track 3 8:15-9:30
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday					Wednesday
Track 4 10:00-11:15	Managing a Real Estate Program	<b>Special Session</b> National Capital Concerns	Cooperative Administrative Support Unit (CASU)	Regional Roundtable	Track 4 10:00-11:15
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name

Department or Agency

Date

<b>REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING</b>				<b>A. AGENCY CODE, AGENCY SUBELEMENT AND SUB- MITTING OFFICE NUMBER</b> <small>(Example - xx-xx-xxxx)</small>		<b>B. DOCUMENT CONTROL NUMBER</b>																														
						<b>C. REQUEST STATUS</b> <small>(Mark (x) one)</small> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">INITIAL OR RESUBMISSION</td> <td style="width: 50%; text-align: center;">CORRECTION OR CANCELLATION</td> </tr> </table>		INITIAL OR RESUBMISSION	CORRECTION OR CANCELLATION																											
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<b>SECTION A - TRAINEE INFORMATION</b>																																				
<b>1. APPLICANT'S NAME</b> <small>(Last - First - Middle Initial)</small>				<b>2. SOCIAL SECURITY NO.</b>		<b>3. POSITION LEVEL</b> <small>(Mark (x) one)</small> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. Nonsupervisory</td> <td style="width: 50%; text-align: center;">c. Manager</td> </tr> <tr> <td style="width: 50%; text-align: center;">b. Supervisory</td> <td style="width: 50%; text-align: center;">d. Executive</td> </tr> </table>		a. Nonsupervisory	c. Manager	b. Supervisory	d. Executive																									
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b. Supervisory	d. Executive																																			
<b>4. HOME ADDRESS</b> <small>(Number, Street, City, State, ZIP Code) (Complete for OPM courses only)</small>				<b>5. HOME TELEPHONE</b> <small>(OPM Courses only)</small> Area Code      Number																																
<b>6. ORGANIZATION MAILING ADDRESS</b> <small>(Branch - Division /Office/Bureau/Agency)</small>				<b>7. OFFICE TELEPHONE</b> Area Code      Number      Extension																																
<b>8. CONTINUOUS CIVILIAN SERVICE</b>	Years	Months	<b>9a. POSITION TITLE/FUNCTION</b>	<b>9b. APPLICANT HANDI- CAPED OR DISABLED</b>	<b>10. PAY PLAN/SERIES/GRADE/STEP</b>																															
<b>SECTION B - TRAINING COURSE DATA</b>																																				
<b>11a. NAME AND MAILING ADDRESS OF TRAINING VENDOR</b> <small>(Number, Street, City, State, ZIP Code)</small>				<b>11b. LOCATION OF TRAINING SITE</b> <small>(If same, mark box)</small> <input type="checkbox"/>																																
GSA, Office of Operations (AR), Rm 6010 Washington, DC 20405				Lord Baltimore Clarion Hotel Baltimore, MD 21201																																
<b>12. CATALOG/COURSE NUMBER</b>			<b>13. COURSE TITLE</b>																																	
			PARTNERSHIP '87: ALLIANCE FOR EXCELLENCE																																	
<b>14. TRAINING PERIOD</b> <small>(6 digits)</small>			<b>15. NUMBER OF COURSE HOURS</b> <small>(4 digit)</small>		<b>16. TRAINING CODES</b>																															
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Code</td> <td style="width: 50%; text-align: center;">Code</td> </tr> </table>			Code	Code																											
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Year</td> <td style="width: 25%; text-align: center;">Month</td> <td style="width: 25%; text-align: center;">Day</td> </tr> <tr> <td style="text-align: center;">a. Start</td> <td style="text-align: center;">87</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">b. Complete</td> <td style="text-align: center;">87</td> <td style="text-align: center;">11</td> </tr> </table>			Year	Month	Day	a. Start	87	11	b. Complete	87	11	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. During duty</td> <td style="width: 50%; text-align: center;">0016</td> </tr> <tr> <td style="width: 50%; text-align: center;">b. Non-duty</td> <td style="width: 50%; text-align: center;"></td> </tr> <tr> <td style="width: 50%; text-align: center;">c. TOTAL</td> <td style="width: 50%; text-align: center;">0016</td> </tr> </table>		a. During duty	0016	b. Non-duty		c. TOTAL	0016	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. Purpose</td> <td style="width: 50%; text-align: center;">d. Special Interest</td> </tr> <tr> <td style="width: 50%; text-align: center;">b. Type</td> <td style="width: 50%; text-align: center;">e. Curriculum</td> </tr> <tr> <td style="width: 50%; text-align: center;">c. Source</td> <td style="width: 50%; text-align: center;">f. Training Priority</td> </tr> </table>			a. Purpose	d. Special Interest	b. Type	e. Curriculum	c. Source	f. Training Priority								
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c. Source	f. Training Priority																																			
AGENCY USE ONLY																																				
<b>SECTION C - ESTIMATED COSTS AND BILLING INFORMATION</b>				<b>SECTION D - RECOMMENDATION/CONCURRENCE</b>																																
<b>17. DIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE</b>				<b>22 a. IMMEDIATE SUPERVISOR</b> <small>(Name and title)</small>																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">Item</th> <th colspan="2">Amount</th> <th rowspan="2">Appropriation/fund</th> </tr> <tr> <th>Dollars</th> <th>Cents</th> </tr> <tr> <td>a. Tuition</td> <td>\$ *</td> <td></td> <td rowspan="4" style="text-align: center; vertical-align: middle;">*See information below</td> </tr> <tr> <td>b. Books or materials</td> <td></td> <td></td> </tr> <tr> <td>c. Other (Specify)</td> <td></td> <td></td> </tr> <tr> <td>d. (Enter 4 digits in dollar column) TOTAL</td> <td>\$</td> <td></td> </tr> </table>				Item	Amount		Appropriation/fund	Dollars	Cents	a. Tuition	\$ *		*See information below	b. Books or materials			c. Other (Specify)			d. (Enter 4 digits in dollar column) TOTAL	\$		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">b. SIGNATURE</td> <td style="width: 30%;">DATE</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <td>23 a. SECOND-LINE SUPERVISOR <small>(Name and title)</small></td> <td>AREA CODE/TEL. NO./EXTENSION</td> </tr> <tr> <td>d. SIGNATURE</td> <td>DATE</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> </table>				b. SIGNATURE	DATE			23 a. SECOND-LINE SUPERVISOR <small>(Name and title)</small>	AREA CODE/TEL. NO./EXTENSION	d. SIGNATURE	DATE		
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<b>18. INDIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE</b>																																				
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<b>19. ACT/DOCUMENT/PURCHASE ORDER/REQUISITION NO.</b>																																				
<b>20. 6-DIGIT STATION SYMBOL</b> <small>(Example 12-34-5678) →</small>																																				
<b>21. BILLING INSTRUCTIONS</b> <small>(Furnish invoice to)</small>																																				
TRAINING FACILITY - Bills should be sent to office and GENERAL SERVICES ADMINISTRATION				<p><b>*Use this Training Authorization example to complete your agency training form. If you will be in travel status, the tuition amount is \$225. If you will not be in travel status (Baltimore area attendees), the tuition is \$175.</b></p> <p>When completing your training authorization, please include your full name and organization (including your position, office, bureau or service, and agency). Your pay plan, series and grade are important. Your telephone number will enable us to contact on attendance matters.</p>																																

COPY 1 - TRAINING OFFICE

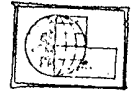
GSA FORM 3076 - Pg. 1-83  
EXCEPTION TO SF182 APPROVED BY NARS 8-80



**General Services Administration  
Office of Operations  
Washington, DC 20405**

August 12, 1987

87-1746x



Dear Mr. Donnelly:

Each year the General Services Administration (GSA) sponsors a national "Partnership in Administration" training conference for executives of Federal departments and agencies receiving our support for supplies, office space, property management, and voice and data communications. The conference provides a positive environment for improving communication and collaboration in areas of mutual concern.

GSA Administrator Terence C. Golden has invited all agency heads to attend the fourth conference, "Partnership '87: Alliance for Excellence," November 3-4 at Baltimore's Lord Baltimore Clarion Hotel. The agenda will cover many initiatives that directly impact the way your agency conducts its business.

Space limitations necessitate allocating training slots. Based on previous participation, your allocation of nominees to invite is: two. I have enclosed a registration packet for you to hand to each 1987 nominee. Using the registration guide and samples, each nominee should complete the Registration Data Sheet, Workshop Selection Schedule and Training Authorization.

As the agency lead official, please ensure proper completion of forms and, in a single package, return all information on your attendees to the Office of Operations (AR), General Services Administration, Washington, DC 20405, Attention: PIA '87, by September 18. We will preregister attendees and notify each of the final schedule, workshop assignments, and conference details.

Please mark your calendar and plan to attend this year's conference. If there are any questions, please phone Brent Ekstrom in the Office of Customer Liaison on FTS 523-1200.

Sincerely,

A handwritten signature in cursive script, reading "A. C. Arterbery", is written above the typed name.

A. C. Arterbery  
Associate Administrator

Enclosures

Mr. William F. Donnelly  
Deputy Director  
for Administration  
Central Intelligence Agency  
Washington, DC 20505

PARTNERSHIP 87': ALLIANCE FOR EXCELLENCE

CONFERENCE REGISTRATION GUIDE

We are pleased that you have elected to attend GSA's fourth annual "Partnership in Administration" training conference. This guide has been prepared for your review and ready reference, and provides both general information and conference registration requirements.

GENERAL INFORMATION

Conference Location:

Lord Baltimore Clarion Hotel  
Baltimore and Hanover Streets  
Baltimore, Maryland 21201  
Phone: (301) 539-8400

Registration Fee:

\$175 for attendees not in  
travel status (Baltimore  
area registrants).  
\$225 for attendees in  
travel status (all other).

Conference Date:

November 3-4, 1987

A copy of the proposed conference schedule is enclosed.

Questions regarding registration should be directed to  
Brent Ekstrom, Office of Customer Liaison, on 523-1200.

REGISTRATION REQUIREMENTS

In order for GSA to arrange conference matters, please complete the Registration Data Sheet, Workshop Selection Schedule and a Training Authorization using the information and examples provided in this guide.

Registration Data Sheet:

Complete sections A and B, as appropriate. This information will be used by GSA to plan for your attendance at the conference facility and to pre-register you for sleeping accommodations.

Workshop Selection Schedule:

Workshop sessions are designed so that you can tailor attendance to your needs and interests. The conference features four workshop "tracks". Each track has four workshop sessions. Using the workshop descriptions, identify your first and second choices in each track by entering 1 and 2 in the appropriate "squares" on the workshop selection schedule.



Training Authorization:

An approved training authorization, which cites the funding for your agency/office, is necessary for your attendance. See "Registration Fee" above to determine the appropriate "tuition" cost to be entered. We have included a sample training authorization (GSA Form 3076) to help you complete the form used by your agency. Complete your training form in full, including position title, office and agency name, telephone number, and your pay grade and series. (Note: this training will be conducted in FY1988. Training authorizations should cite the FY1988 appropriation/fund chargeable.)

Following completion of your registration forms, please return the Registration Data Sheet, Workshop Selection Schedule and approved Training Authorization to your lead agency official. This official will return all forms to GSA by September 18.

In October, GSA will send a letter to you with final conference schedules, administrative details and workshop assignments.



# PARTNERSHIP '87: ALLIANCE FOR EXCELLENCE PROPOSED CONFERENCE SCHEDULE

**Tuesday, November 3**

8:00 - 10:00 a.m.	Registration and Displays and Exhibits	Hotel Mezzanine & Royale Suites
10:00 a.m.	Audio-visual Presentation and Introduction of GSA Administrator	Calvert Ballroom
10:00 - 10:15 a.m.	Welcome	Terence C. Golden
10:15 - 11:30 a.m.	Keynote Speech	Buck Rodgers
11:30 - 11:45 a.m.	Administrative Announcements	
11:45 - 1:15 p.m.	Lunch and Day Care Panel	Paul Trause, Moderator Cong. H. Nielson
1:30 - 2:45 p.m.	Concurrent Workshops	Track 1
2:45 - 3:00 p.m.	Break	
3:00 - 4:15 p.m.	Concurrent Workshops	Track 2
4:30 - 6:00 p.m.	Displays, Demonstrations and Exhibits	Mezzanine & Royale Suites
6:00 - 7:00 p.m.	Reception	Versailles Room
7:00 - 8:30 p.m.	Dinner and Administrative Excellence Awards	Calvert Ballroom

**U.S. General Services Administration**

**Proposed Conference Schedule (Continued)****Wednesday, November 4**

8:00 - 8:15 a.m.	Administrative Announcements and Wake-up	Calvert Ballroom
8:15 - 9:30 a.m.	Concurrent Workshops	Track 3
9:30 - 10:00 a.m.	Break	
10:00 - 11:15 a.m.	Concurrent Workshops	Track 4
11:30 - 12:00 noon	The Partners Response	Ron Keefer, Chm., FAMA Jack Basso, Chm., Small Agency Group
12:00 - 1:30 p.m.	Lunch	The Honorable Edwin Meese Attorney General
1:30 - 2:30 p.m.	Wellness and the Quality of Life for the Federal Employee	Terence Golden, Moderator George Allen, Chair, President's Council on Physical Fitness
2:30 - 4:00 p.m.	Challenges and Commitments	The Administrator and Commissioners
	Closing Remarks	

**U.S. General Services Administration**

**REGISTRATION DATA SHEET**

This information will be used by GSA to plan for agency attendance at the Baltimore conference facility. Please complete Sections A and B, as appropriate.

If you are planning to attend any part or all of the conference, complete all of Section A. If you will be staying overnight at the conference facility, also complete Section B.

**SECTION A:**

1. Full Name: \_\_\_\_\_
2. Position: \_\_\_\_\_
3. Office: \_\_\_\_\_
4. Agency: \_\_\_\_\_
5. Office Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Please circle your response:

Circle One

- |   |     |    |
|---|-----|----|
| 6. Will you be using a vehicle to travel to the Conference? | Yes | No |
| 7. Will you require parking facilities for the vehicle?     | Yes | No |
| 8. Will you be traveling with other conference attendee(s). | Yes | No |

**SECTION B**

- |   |                      |    |
|---|----------------------|----|
| 1. Do you plan to share your room with another conference attendee? | Yes                  | No |
| 2. Your room preference is?   | Smoking / Nonsmoking |    |
| 3. Do you wish a room modified for the handicapped?                 | Yes                  | No |

This information sheet should be returned with your training authorization and workshop selection form.

**Partnership '87: Alliance for Excellence****U.S. General Services Administration****Concurrent Workshops****November 3-4, 1987**

Public Buildings Service	Federal Supply Service	Information Resources	Special Sessions
<b>The Employee and the Work Environment</b> <ul style="list-style-type: none"> <li>• Planning Layout and Design</li> <li>• Location, Consolidation and Building Amenities</li> <li>• Temperature, Lighting, Air Noise, Privacy</li> <li>• Space Allocation Standards</li> <li>• Art in Federal Buildings</li> <li>• Quality Workplace Successes &amp; Failures</li> <li>• Long Range Planning</li> </ul>	<b>Travel and Transportation Management</b> <ul style="list-style-type: none"> <li>• Vehicle Consolidation Program</li> <li>• Implementation of PL 99-272</li> <li>• Transportation Programs</li> <li>• Travel Programs</li> <li>• Home to Work Legislation</li> </ul>	<b>Federal Telecommunications System</b> <ul style="list-style-type: none"> <li>• FTS Intercity Service</li> <li>• FTS 2000</li> <li>• Aggregated Switch Procurement (ASP)</li> <li>• Washington Interagency Telecommunications (WITS)</li> <li>• Purchase of Telephones and Services (POTS)</li> </ul>	<b>Customer Agency Concerns</b> <ul style="list-style-type: none"> <li>• Informal discussion with Terence C. Golden Administrator, General Services</li> </ul>
<b>Special Session</b> <b>National Capital Concerns</b> <ul style="list-style-type: none"> <li>• Update on Last Year's Commitments</li> <li>• Past Year's Accomplishments</li> <li>• FY 88 Plans</li> <li>• Agency Areas of Concern</li> </ul>	<b>Central Procurement Support</b> <ul style="list-style-type: none"> <li>• Stockless Procurement</li> <li>• Parallel Contracting/Backup Contracting</li> <li>• Direct Deliveries</li> <li>• Electronic Purchasing</li> <li>• Systems Furniture</li> <li>• Preferred Sources vs. Mandatory</li> </ul>	<b>Information Resources Management</b> <ul style="list-style-type: none"> <li>• Parallel Oversight Reviews</li> <li>• IRM People Issues</li> <li>• Regulatory Overhaul</li> <li>• Betting on People vs. Paper Products</li> <li>• Desk Top Publishing</li> <li>• Management of Data</li> </ul>	<b>Customer Agency Concerns</b> <ul style="list-style-type: none"> <li>• Informal discussion with Paul K. Trause, Deputy Administrator, General Services</li> </ul>
<b>Public Buildings Service</b> <b>Incentives and Disincentives: Choose Your Path</b> <ul style="list-style-type: none"> <li>• Roles of OMB, GSA, Agencies in Real Property Management               <ul style="list-style-type: none"> <li>- Commitment</li> <li>- Sharing the Savings</li> <li>- Costs (i.e., alterations &amp; furniture)</li> <li>- Technical Assistance</li> <li>- Awards/Rewards</li> </ul> </li> </ul>	<b>Supply and Personal Property Support</b> <ul style="list-style-type: none"> <li>• Sharing Automated Property Management System/Uniform Systems</li> <li>• Utilization and Surplus Sales</li> <li>• Industrial Funding—Why, How, &amp; When</li> <li>• Customer Supply Center Program</li> <li>• Commercial CSC Test</li> <li>• Use of Credit Cards in CSC's</li> </ul>	<b>Special Sessions</b> <b>Executive Information Systems</b> <ul style="list-style-type: none"> <li>• System Development</li> <li>• Applications</li> <li>• Product Sample</li> </ul>	<b>Customer Agency Concerns</b> <ul style="list-style-type: none"> <li>• Informal discussion with Terence C. Golden Administrator, General Services</li> </ul>
<b>Managing a Real Estate Program</b> <ul style="list-style-type: none"> <li>• Space Planning &amp; Requirements Development</li> <li>• Cost &amp; Inventory Analysis</li> <li>• Management Information Needs</li> <li>• Performance Evaluation</li> <li>• Generic Real Property Information System</li> <li>• Funding Status of Delegations</li> </ul>	<b>Special Session</b> <b>National Capital Concerns</b> <ul style="list-style-type: none"> <li>• Update on Last Year's Commitments</li> <li>• Past Year's Accomplishments</li> <li>• FY 88 Plans</li> <li>• Agency Areas of Concern</li> </ul>	<b>Cooperative Administrative Support Unit (CASU)</b> <ul style="list-style-type: none"> <li>• Site Expansion</li> <li>• Lessons Learned</li> <li>• Future Plans</li> </ul>	<b>Regional Roundtable</b> <ul style="list-style-type: none"> <li>• Informal discussion with Regional Administrators</li> </ul>



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## Partnership '87: Alliance For Excellence RESERVATION FOR WORKSHOPS

Concurrent Workshops  
November 3-4, 1987

### Instructions:

1. Select your first and second choices (by entering 1 and 2 in the appropriate boxes) for each of the four tracks. (See Workshop Schedule for descriptions.)
2. Please return with the Standard Form 182 by September 18, 1987.

Tuesday		Public Buildings Service	Federal Supply Service	Information Resources	Special Sessions	Tuesday	
Track 1 1:30-2:45		The Employee and the Work Environment	Travel and Transportation Management	Federal Telecommunications System	Customer Agency Concerns	Track 1 1:30-2:45	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Track 2 3:00-4:15		Special Session National Capital Concerns	Central Procurement Support	Information Resources Management	Customer Agency Concerns	Track 2 3:00-4:15	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday		Public Buildings Service	Supply and Personal Property Support	Special Sessions	Customer Agency Concerns	Wednesday	
Track 3 8:15-9:30		Incentives and Disincentives: Choose Your Path		Executive Information Systems		Track 3 8:15-9:30	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Track 4 10:00-11:15		Managing a Real Estate Program	Special Session National Capital Concerns	Cooperative Administrative Support Unit (CASU)	Regional Roundtable	Track 4 10:00-11:15	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Name \_\_\_\_\_

Department or Agency \_\_\_\_\_

Date \_\_\_\_\_

REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING	A. AGENCY CODE, AGENCY SUBELEMENT AND SUB- MITTING OFFICE NUMBER (Example - XX-XX-XXXX)	B. DOCUMENT CONTROL NUMBER	
		C. REQUEST STATUS (Mark (x) one) <table border="1"> <tr> <td>INITIAL OR RESUBMISSION</td> <td>CORRECTION OR CANCELLATION</td> </tr> </table>	INITIAL OR RESUBMISSION
INITIAL OR RESUBMISSION	CORRECTION OR CANCELLATION		

## SECTION A - TRAINEE INFORMATION

1. APPLICANT'S NAME (Last - First - Middle Initial)	2. SOCIAL SECURITY NO.	3. POSITION LEVEL (Mark (x) one)				
		<table border="1"> <tr> <td>a. Nonsupervisory</td> <td>c. Manager</td> </tr> <tr> <td>b. Supervisory</td> <td>d. Executive</td> </tr> </table>	a. Nonsupervisory	c. Manager	b. Supervisory	d. Executive
a. Nonsupervisory	c. Manager					
b. Supervisory	d. Executive					
4. HOME ADDRESS (Number, Street, City, State, ZIP Code) (Complete for OPM courses only)	5. HOME TELEPHONE (OPM Courses only)					
	<table border="1"> <tr> <td>Area Code</td> <td>Number</td> </tr> </table>		Area Code	Number		
Area Code	Number					
6. ORGANIZATION MAILING ADDRESS (Branch - Division /Office/Bureau/Agency)	7. OFFICE TELEPHONE					
	<table border="1"> <tr> <td>Area Code</td> <td>Number</td> <td>Extension</td> </tr> </table>		Area Code	Number	Extension	
Area Code	Number	Extension				
8. CONTINUOUS CIVILIAN SERVICE	9a. POSITION TITLE/FUNCTION	9b. APPLICANT HANDICAPPED OR DISABLED				
<table border="1"> <tr> <td>Years</td> <td>Months</td> </tr> </table>	Years	Months				
Years	Months					
10. PAY PLAN/SERIES/GRADE/STEP						

## SECTION B - TRAINING COURSE DATA

11a. NAME AND MAILING ADDRESS OF TRAINING VENDOR (Number, Street, City, State, ZIP Code)	11b. LOCATION OF TRAINING SITE (If same, mark box)												
GSA, Office of Operations (AR), Rm 6010 Washington, DC 20405	Lord Baltimore Clarion Hotel Baltimore, MD 21201												
12. CATALOG/COURSE NUMBER	13. COURSE TITLE												
	PARTNERSHIP '87: ALLIANCE FOR EXCELLENCE												
14. TRAINING PERIOD (6 digits)	15. NUMBER OF COURSE HOURS (4 digits)												
<table border="1"> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td>87</td> <td>11</td> <td>03</td> </tr> </table>	Year	Month	Day	87	11	03	<table border="1"> <tr> <td>a. During duty</td> <td>0016</td> </tr> <tr> <td>b. Non-duty</td> <td></td> </tr> <tr> <td>c. TOTAL</td> <td>0016</td> </tr> </table>	a. During duty	0016	b. Non-duty		c. TOTAL	0016
Year	Month	Day											
87	11	03											
a. During duty	0016												
b. Non-duty													
c. TOTAL	0016												
a. Start	b. Type												
b. Complete	c. Source												
	d. Special Interest												
	e. Curriculum												
	f. Training Priority												

AGENCY USE ONLY

SECTION C - ESTIMATED COSTS AND BILLING INFORMATION			SECTION D - RECOMMENDATION/CONCURRENCE	
17. DIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE			22 a. IMMEDIATE SUPERVISOR (Name and title)	
Item	Amount	Appropriation/fund	AREA CODE/TEL. NO./EXTENSION	
	Dollars Cents			
a. Tuition	\$ *	*See information below	b. SIGNATURE	
b. Books or materials			DATE	
c. Other (Specify)			23 a. SECOND-LINE SUPERVISOR (Name and title)	
d. (Enter 4 digits in dollar column)			AREA CODE/TEL. NO./EXTENSION	
TOTAL	\$		b. SIGNATURE	
18. INDIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE			DATE	
Item	Amount	Appropriation		
	Dollars Cents			
a. Travel	\$			
b. Per diem				
c. Other (Specify)				
d. (Enter 4 digits in dollar column)				
TOTAL	\$			

19. ACT/DOCUMENT/PURCHASE ORDER/REQUISITION NO.	
20. 8-DIGIT STATION SYMBOL (Example 12-34-5678) →	
21. BILLING INSTRUCTIONS (Furnish invoice to)	

\*Use this Training Authorization example to complete your agency training form. If you will be in travel status, the tuition amount is \$225. If you will not be in travel status (Baltimore area attendees), the tuition is \$175.

When completing your training authorization, please include your full name and organization (including your position, office, bureau or service, and agency). Your pay plan, series and grade are important. Your telephone number will enable us to contact on attendance matters.

TRAINING FACILITY - Bills should be sent to office in  
GENERAL SERVICES ADMINISTRATION

GSA - TRAINING SERVICE

GSA FORM 3076 - Rev. 1-83  
EXCEPTION TO SF182 APPROVED BY NAPS 8-80